

FORSCOM AC/RC RETENTION CHECKLIST FOR COMMAND STAFF ASSISTANCE VISIT

(FORSCOM Reg 601-68)

COMMAND	COMMANDER	DATE OF VISIT
SENIOR AC CAREER COUNSELOR		SENIOR RC CAREER COUNSELOR

SECTION A - COMMAND AC/RC RETENTION OFFICES

ITEMS	YES	NO
1. Was a formal inbrief which included, as a minimum, program status, unit description, retention staffing, and major issues affecting the retention program, provided?		
2. Are there sufficient signs throughout the command identifying the location of these offices?		
3. Are offices adequate, neat, clean, and furnished consistent with other installation facilities?		

SECTION B - SELECTION, ASSIGNMENT, AND UTILIZATION OF AC/RC CAREER COUNSELORS

1. AC/RC COUNSELOR STATUS	Required	Authorized	Assigned	Gains	Losses
a. AC Career Counselors					
b. RC Career Counselors					
2. Do all brigade and battalion size elements have a PMOS Career Counselor or a full-time reenlistment NCO?					
3. Are Career Counselors assigned/attached on orders for rations, administration, and UCMJ to the unit they support and do					
4. Do the Career Counselors train and deploy with the unit to which they are assigned/attached? This must include, but is not limited to physical fitness, weapons, NBC, and common task training, as well as field training exercises or combat deployments.					
5. Is quarterly training being conducted for all retention personnel?					
6. Does each level of command have a MOI or approved written plan for conducting retention during deployments, to include how the retention office will deploy, what means of communications will be available, transportation arrangements, and processing of retention actions?					
7. Do Career Counselors have necessary equipment and hardware available to accomplish the role(s) identified in the deployment plan?					
8. Does the installation retention office maintain an electronic mail account, and have all AC/RC Career Counselors been trained in its use?					
9. Are Career Counselors free from additional/roster type duties IAW AR 601-280?					
10. Does the command relieve or direct the relief of Career Counselors found unfit, unqualified, unable or unwilling to perform duties, accomplish tasks or functions, fulfill responsibilities, or maintain high standards as prescribed in AR 601-280, para 9-7?					

SECTION C - REENLISTMENT/ENLISTMENT/TRANSFER PUBLICITY

ITEMS	YES	NO
1. Does the command initiate publicity locally?		
2. Does the retention office utilize the local Public Affairs Office to support the installation program?		
3. Are copies of local publicity, posters, newspaper articles, bulletins on file for the past 12 months?		
4. Does the installation/division/corps have a Reenlistment Publicity Item (RPI) account? If Yes, Account Number: _____		
5. Are retention personnel familiar with RPI requisitioning procedures?		

SECTION D - ADMINISTRATION

ITEMS	YES	NO
1. Is the command assigning quarterly objectives signed by the commander IAW FORSCOM MOI UP AR 601-280?		
2. Are funds provided by the installation in support of the commander's retention program and are retention personnel familiar with use and budgeting of funds?		
3. Are training records, to include memorandums announcing training, lesson plans, and a list of attendees, maintained on file for the past 12 months.		
4. Do the Senior AC and RC Career Counselors understand the procedures for recommending Career Counselors for the FORSCOM AC/RC Career Counselor of the Year Award?		
5. Has the command established a Retention Awards Program that provides recognition to individuals and subordinate commands for outstanding retention support and attainment of assigned retention missions and does it support current installation/corps/FORSCOM/HQDA goals?		

SECTION D - ADMINISTRATION (Continued)		
ITEMS	YES	NO
6. Has the command published a Retention Incentive Program which recognizes soldiers who either reenlist, enlist/transfer into a RC unit, or participate in the BEAR or other special programs?		
7. Is the command retention office maintaining, publishing, and disseminating complete monthly and cumulative statistics for AC/RC Retention?		
8. Is the command retention office publishing and disseminating changes to options, requirements, etc., to commanders and subordinate Career Counselors?		
9. Are the command/responsible AC/RC Career Counselors conducting inspections of subordinate units quarterly?		
10. Are copies of inspections with written recommendations provided to brigade and battalion level commanders concerned, for corrective action?		
11. Are copies of inspections on file for 12 months?		
12. Does the command retention office maintain eligibility rosters for 12 months?		
13. Does the eligibility roster accurately reflect ERUP codes?		
14. Does the command/Career Counselors understand that inaccurate SIDPERS results in an increased mission?		
15. Is the Bonus Extension and Retraining (BEAR) Program administered IAW AR 601-280, para 6-9?		
16. Can Career Counselors access and properly execute the programs within the RETAIN System?		
17. Are all RETAIN messages on file?		
18. Does this command meet required suspenses to the corps/FORSCOM?		
19. Does the command have an established system to process and track local and HQDA Bars to Reenlistment?		
USE COVER SHEET TO ANSWER QUESTIONS 20 THROUGH 23.		
20. How many bar actions are beyond the date for review or initiation of separation action, with no separation action taken?		
21. How many soldiers are flagged for overweight, APFT failure, disciplinary action, or other adverse action, and are NOT barred from reenlistment? Where available, multiple-offenders lists will also be compared.		
22. Of the soldiers identified above		
a. How many are still on promotion list?		
b. How many have ERUP codes of "10"?		
23. How many reservations for reenlistment/extension on retain are past the date of the action and unconfirmed?		
SECTION E - RC RETENTION PROGRAM		
ITEMS	YES	NO
1. Does the office use the STARS II Program to manage their appointments?		
2. Are all separating soldiers, (except those with disqualifying chapters, not a requirement) interviewed one-on-one and entered into the STARS II Program by the Career Counselor?		
3. Are all interview sheets maintained alphabetically by ETS month on all eligible transitioning soldiers?		
4. Are residual files maintained alphabetically by ETS month on all soldiers who have enlisted/transferred to the ARNG/USAR/IRR?		
5. Does review of residual files indicate accuracy and full compliance with regulatory guidance, to include proper sequence?		
6. Does the Senior RC Career Counselor conduct or supervise weekly training on the RC program?		
7. Are RC Career Counselors conducting the RC portion of pre-separation briefings?		
8. Are ETS status reports run monthly and provided to commanders and retention personnel?		
9. Are ETS status reports on file?		
10. Are commanders notified in writing of those soldiers failing to keep transition appointments?		
11. Are RC Career Counselors visiting their assigned brigade(s), as a minimum, quarterly?		

SECTION F - ATTAINMENT OF OBJECTIVE			
	Initial	Mid Career	Reserve Component
1. Quarter Mission.			
a. Assigned			
b. Accomplished			
c. Percentage			
2. Year-To-Date Mission.			
a. Assigned			
b. Accomplished			
c. Percentage			

SECTION G - RECURRING DEFICIENCIES

(List deficiencies noted during previous inspections which have not been corrected.)

SECTION H - EVALUATION OF REENLISTMENT PROGRAM

1. REMARKS

2. RECOMMENDATIONS

☐

COMMENDABLE

☐

SATISFACTORY

☐

UNSATISFACTORY

SECTION I - AUTHENTICATION
(Individual Conducting Inspection)

NAME

GRADE

TITLE

ORGANIZATION